




The University of Oklahoma
Norman Campus
Office of the Senior Vice President and Provost

MEMORANDUM

TO: Deans, Directors and Chairs – Norman Campus
Faculty and Monthly Staff – Norman Campus

FROM: Nancy L. Mergler
Senior Vice President and Provost 

DATE: December 18, 2012

SUBJECT: Conflicts of Interest (and Outside Employment) Reporting

POLICY. In September 2012 a revised conflicts of interest policy for the Norman Campus was approved by the OU Regents following development by the Vice President for Research and approval by the Faculty Senate. Codified as section 5.10 of the Faculty Handbook, and applicable to both faculty and staff, the new policy addresses non-financial conflicts of commitment and clarifies several other matters (e.g. conflicts arising in technology transfer, use of university resources) previously covered only by related OU policies or implicitly by state ethics rules. The full text of the policy is available online here: <https://apps.hr.ou.edu/FacultyHandbook/#5.10>.

FORMS. During this pilot year the Norman Campus will be using paper forms. We understand that this is not ideal; OU is currently in the process of reviewing Learning Management Software (LMS) that will allow this reporting procedure to be handled on line in subsequent years. Please bear with us during this pilot year, using paper forms.

As in past years, faculty and staff in academic areas are asked to complete a conflict of interest disclosure form to ensure compliance with the policy. This year, the form consists of four core sections to be completed by everyone plus four appendices to be completed as needed. To clarify the relationship between conflict of interest and the outside employment policy (Faculty Handbook sec. 5.7), the annual outside employment and extra compensation approval form is now incorporated as one appendix to the conflicts disclosure form.

REPORTING REQUIREMENTS. Additional employees are asked to report this year. Anyone with an actual conflict of interest must report it. In addition, whether or not there is any conflict to report, an annual disclosure form should be filed by the following:

- Ranked and unranked **faculty, whether full- or part-time** (professors, associate professors, and assistant professors, including research faculty and renewable term faculty, plus lecturers and instructors)
- **Research scientists**, senior research scientists, research associates, senior research associates, and **post-doctoral positions** including research fellows and scholars.
- **Monthly staff members** in academic areas.

FILING INSTRUCTIONS. All forms are available on the Provost's website, <http://www.ou.edu/content/provost/coi-disclosures.html>. Employees should choose the form appropriate for their position: full-time faculty, part-time faculty, full-time staff, or part-time staff.

All questions should be answered with reference to the entire 2013 fiscal year reporting period (July 1, 2012, through June 30, 2013), whether the activity is past, ongoing, or planned. Completed forms should be forwarded to the chair or director, then to the appropriate dean, and finally to the Provost (NOT directly to the Provost as in past years). Chairs/directors and deans should complete and submit the review form for disclosed conflicts. The Provost should receive the forms no later than February 1, 2013.

Please contact Will Spain in the Provost office, (405) 325-1264 or at wcs@ou.edu, with any questions regarding the conflicts forms. Questions about outside employment / extra compensation specifically may be addressed to Diana Fitzpatrick (405) 325-5059 or at dfitzpat@ou.edu.